

FACILITATOR AND CONTENT CREATOR

*2-3 positions – Bilingual (English/Français)
preferred*



Term: December 2022 – June 2023

Location: In-person throughout Ontario, **Central and Eastern Ontario mainly**

Hours: contract/casual, part-time, flexible hours, mostly Monday-Friday EST, must be available to work between 2-6 hours consecutively during school hours

Compensation: \$25-\$50/hour based on education and experience

We are looking for dynamic, innovative and engagement driven workshop creators and facilitators. This is a role made for an individual with an out-of-the-box mindset and approach to developing skills in youth.

You will be responsible for designing and organizing educational skill building workshops and programs for students in grades 7-12 in Ontario. Topics include but are not limited to Design Thinking, leadership, project management, communication, customer service, conflict resolution, etc.

What you will be doing

- Deliver existing UEÉ certification and workshop content.
- Work with the Project Manager to understand client learning needs and program objectives to create custom workshops and programs with a focus on skill building.
- Create workshop and program content, including evaluation tools and all supporting materials (digital and print).
- Develop positive relationships with students, educators and key stakeholders.
- Provide and create a safe, supportive, stimulating, and engaging environment for learning.
- Deliver virtual and in-person workshops and programs.

What you need for this role

- Demonstrated skill facilitating workshops.
- Passion for working with and engaging youth in high school.
- Experience working with the education sector considered an asset.
- Excellent interpersonal skills and proven track record to communicate effectively, both orally and written).
- Available to work flexible work hours during school days.
- Ability to be able to travel to and from training locations throughout Ontario.
- Strong computer skills - Microsoft Office (specifically in Outlook, Excel, Powerpoint, and Word), Google Drive, data management, webinar software (such as MS Teams, Zoom, Google Meet, etc.).
- Bilingual (English and French) is considered an asset.
- Post-secondary credential in a relevant discipline strongly encouraged.